

**Town of Amherst
Planning Commission Minutes
November 5, 2014**

A meeting of the Town of Amherst Planning Commission was called to order by Chairperson June Driskill in the Council Chambers of the new Town Hall 174 S. Main Street at 7:30 PM on November 5, 2014. It was noted that a quorum was present as indicated below:

A Kevin Belcher	P William Jones
P June Driskill	P Kenneth Bunch
P Ted Finney	P Rachel Thompson
P Clifford Hart	

Town Manager Jack Hobbs was present in his capacity as Secretary to the Commission.

Public Hearing - Ordinance Amendment re Mandatory Site Plan Review

A duly advertised public hearing on a proposed amendment to Sec. 18.1-1102 of the Town Code was opened at 7:31 PM. The Secretary reported that the purpose of the amendment is to clarify that the Planning Commission must review and approve most major developments plans. There being no one present who wished to speak, the public hearing was closed at 7:32 PM.

On a motion by Mr. Hart which was seconded by Mrs. Thompson and carried 6-0 according to the following, the Commission agreed to recommend that the Town Council amend the ordinance as proposed. A copy of the amendment proposal is attached and made a part of these minutes.

Kevin Belcher	Absent	William Jones	Aye
June Driskill	Aye	Kenneth Bunch	Aye
Ted Finney	Aye	Rachel Thompson	Aye
Clifford Hart	Aye		

The amended minutes of the October 1, 2014 Commission meeting were approved on a motion by Mrs. Thompson, seconded by Mr. Finney, and carried 6-0 according to the following:

Kevin Belcher	Absent	William Jones	Aye
June Driskill	Aye	Kenneth Bunch	Aye
Ted Finney	Aye	Rachel Thompson	Aye
Clifford Hart	Aye		

Gentry-Horizon Behavioral Health Site Plan Review

The Secretary reported that the site plan for Lot 9b at Brockman Park has not been had been improved to the point where it could be approved by the Commission. Of particular note was the lack of "certification from VDOT the site plan meets all appropriate VDOT criteria" which is to accompany the application for approval per the Zoning and Subdivision Ordinance.

Worksession on Comprehensive Plan

Kelly Hitchcock from Region 2000 Local Government Council came forward to discuss work on the comprehensive plan update project. By

consensus, Mrs. Hitchcock was asked to adjust the list of benchmark communities and to work more graphics into the document that might contain less text. It was agreed that the Commission's work on this project would continue in December.

There being no further business, the meeting adjourned at 8:07 PM on a motion by Mr. Finney that was seconded by Mr. Hart and carried 6-0 according to the following:

Kevin Belcher	Absent	William Jones	Aye
June Driskill	Aye	Kenneth Bunch	Aye
Ted Finney	Aye	Rachel Thompson	Aye
Clifford Hart	Aye		

June Driskill, Chairperson

Attest: _____

Sec. 18.1-1102. Procedure for site plan review.

Whenever the owner or proprietor of any tract of land located within the Town desires to develop any class of use listed in Section 18.1-1103 herein, he shall submit a plan of the proposed development to the zoning administrator for processing.

The owner or his representative is encouraged to consult with the zoning administrator for advice and assistance on the development. The owner may submit sketch plans and data showing existing conditions within the site and in its vicinity and the proposed layout of the development. The zoning administrator shall return a copy of the submitted sketch plans to the developer with written comments indicating where the plans do not comply with the requirements set forth herein. Submission of said sketch plans and accompanying data shall not constitute the official filing of a proposed subdivision.

When the zoning administrator determines that an application involves development requiring site plan review, the zoning administrator shall notify the applicant that such review is required and shall require the documentation listed in this section. Any development meeting the criteria in Section 18.1-1103 ~~may shall~~ be reviewed and be made subject to approval by the Planning Commission. The Planning Commission may approve, approve with conditions, or deny approval of a site plan.

Any person proposing a development that requires a site plan under Section 18.1-1103 shall submit to the zoning administrator six (6) copies of a site plan showing the general design and layout of the development. The zoning administrator shall transmit copies of the site plan to VDOT, the health department, the erosion and sediment control officer, or any other relevant agency or department.

The site plan shall be reviewed in accordance with the procedures set forth in this section.

Within forty-five (45) days after submission of the site plan and accompanying documents to the zoning administrator, the commission shall approve, approve with conditions, or disapprove the site plan; the commission shall cause to have prepared two (2) copies of a statement noting reasons for commission disapproval or conditional approval, if applicable, and shall return one (1) copy of statement and plat to the developer with notification in writing of the action of the commission. One (1) copy of said statement and preliminary plat shall be retained by the zoning administrator for comparison with future site plans, where applicable, submitted by the developer.

The approval for any site plan approved by the Planning Commission shall expire and be null and void 12 months after the vote for approval if construction has not begun.